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Approved For Release 2000/08/22 : CIA-RDP61-00274A000200160004-5

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STATEMENT OF FUNCTIONS

POLICY STAFF

SECURITY OFFICE

The Chief, Policy Staff, under the general direction of the Director of Security, shall:

1. Serve as principal advisor to the Director of Security on all matters in which the establishment of security policy is necessary.
2. Render security consultation and guidance to the Director of Security and other Agency officials for security plans on inter-departmental exploitation, research and other joint effort activities.
3. Serve as Agency representative on inter-departmental and inter-national committees on security problems of mutual interest.
4. Develop and maintain control over the development of new security policy or changes in established policy.
5. Recommend collection and dissemination security policies and render interpretations, opinions, and decisions with respect to these policies.
6. Furnish security advice to various Agency boards and committees as requested.
7. Serve as a consultant, when requested, to furnish security advice concerning Agency external affairs.

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S E C R E T

POLICY STAFF

SECURITY OFFICE

DISCUSSION:

The former Security Control Staff has been abolished as a separate entity and a staff element to be known as the Policy Staff is proposed. A considerable portion of the manhours expended in the former staff were expended in functions which pertained to the security considerations attendant to the external affairs of Agency personnel. It is proposed that these functions be divorced from the staff, being transferred to the element responsible for personnel security, leaving in the Policy Staff those functions which pertain to overall Agency security policy. This will include the development and control of regulations. This separation of continuing review of employee activities will make possible a more effective concentration upon policies of general Office and Agency concern.

The new staff will retain those personnel who have been responsible for the accompanying functions plus the needed clerical support. In addition, the Emergency Planning Office has been added, who was formerly located in the Director's Office. As the work of the former Security Control Staff with respect to employee activities is not considered to be in the nature of a staff activity since it is neither advisory to the Director of Security, nor in support of the Security Office operating elements, it is considered logical to divorce it from overall policy.

S E C R E T